

Yorkshire North & East Ridings 2029 Festival

Relief Chest No: YNER2029



Festival Stewards' Guide

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To All Charity Stewards.

I am sure that you do not need me to remind you of how important your role within your Lodge / Chapter is, and as we now begin Festival29 that role becomes increasingly more important.

For as we in the Province of Yorkshire North and East Ridings now focus our attentions on once again raising money for the Masonic Charitable Foundation (MCF); it falls to each of you to drive Festival 29 forward, ensuring that every member of the Province is aware of the benefits offered to every one of us and our masonic families, should we find ourselves in need of some support. For it is by pledging ourselves to support Festival29 that the good works of the MCF can continue.

Many of you will recall the last time we were in Festival in 2018. A festival in which members of the province raised £1,800,000, a substantial amount.

Since we raised £1.8m which was given to our own masonic charity, for the benefit of Freemasons and their families, we have seen money coming back into this Province, and as of August 2023 this Province, has received support to the value of £2.1m, an average of over £34,600 every month. And as when those figures were last produced, we were still some 8 months away from commencing our next festival it is conceivable that we will receive another £276,000 before the launch date of YNER FESTIVAL 2029. A total not far short of £2.4m and which could easily be higher. Money which amongst other things supports forty-four adults and twenty-two children in this province. Adults and children who will be known to many of you.

And it should be a matter of pride for each of us to be a part of that ongoing support, with each being given the opportunity to exercise that virtue which may justly be denominated the distinguishing characteristic of a Freemasons heart, CHARITY, a virtue that each of us professed to admire during our initiation into Freemasonry. A Virtue which, as we move forward, sits so well within the key words and aims being promoted by UGLE namely, Integrity, Friendship, Respect, and Service. Always remembering of course that any contribution you are able to make must be without detriment to ourselves or our connections.

Brethren and Companions Festival 29 brings for each of you an opportunity to really make a difference, and yet for some of you this will be your first experience of Festival, whilst for others it will be retracing past steps, on a journey that none should take alone.

It is for that very reason that this Festival Stewards Handbook has been produced, please take time to read it carefully, use it throughout Festival29, it is the toolkit to assist you in your ongoing endeavors for your lodges and Chapters, your brethren and companions and indeed the work of the MCF.

For it contains information on:

The Masonic Charitable Foundation (MCF), The Purpose and Scope of Festival29, Activities, Events, and Other Initiatives for fundraising, How you can encourage your brethren and companions to donate, including regular and continuous giving.

How your Lodges and Chapters can make their donations.

And finally, Brethren and Companions, let me remind you that Festival29 is a team effort, a team that each and every one of you is a part of. A team which is capable of remarkable things, and one I am proud to be a part of, safe in the knowledge that when a challenge presents itself, each and every one of that team will do their utmost to meet that challenge head on.

So, enjoy Festival 29, seize the opportunity it presents, so that in May 2029 at our Provincial Meeting when I will have the privilege of announcing our Festival 29 total, we can all proudly say, that once again the Province of Yorkshire North and East Ridings, did indeed stand up and be counted.

Dr David Chambers.

Provincial Grand Master, Grand Superintendent.

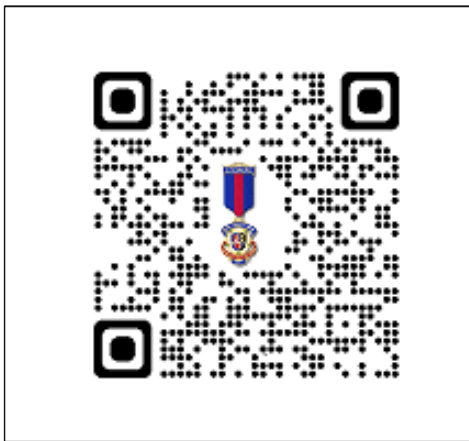
Regular donation by Direct Debit:

Please note all regular donations into the Festival are set up via the Regular Giving Scheme Yorkshire North and East Ridings - YNERG

By post:

- ✓ The donor must complete details of the account to be debited and sign and date the Direct Debit mandate at the top of the form.
- ✓ Enter the following details:
 - Amount
 - Frequency
 - Length of the Direct Debit Instruction.
- ✓ Fill in the personal details and tick the Gift Aid box if applicable
- ✓ Send the completed form to the Relief Chest office.

Quick link:

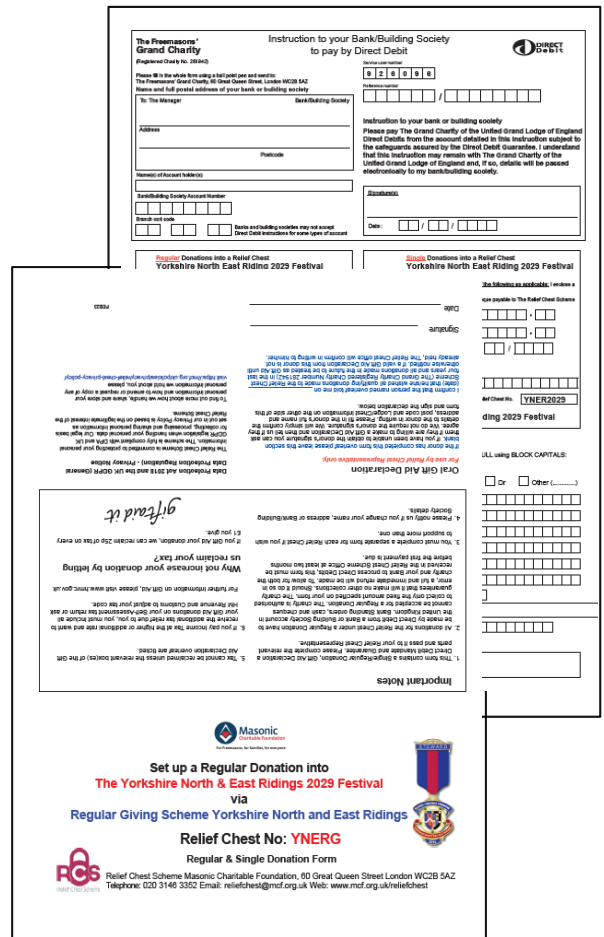


Online:

by visiting: <https://donate.mcf.org.uk/festival-or-appeal/?festivalId=19510>

By telephone:

- ✓ Call our dedicated line on **020 3146 3345** , **0203 959 2807**(Open Mon to Thu 9:30am to 4:30pm, Fri 9:30am to 3:30pm)
- ✓ The donor must have the following details to hand:
 - Full name and Address
 - Bank account number and sort code
 - Donation amount, frequency and duration of Direct Debit
 - Relief Chest number (YNERG) into which your donation is to be made
 - Details of your Lodge/Chapter
- ✓ Please note that calls will be recorded in accordance with Direct Debit & Gift Aid rules.



The Freemasons' Grand Charity
Instruction to your Bank/Building Society to pay by Direct Debit

Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the authorisation requested by the Grand Debit Counterfoil. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and if so, details will be passed electronically to my bank/building society.

Donations into a Relief Chest
Yorkshire North East Ridings 2029 Festival

Set up a Regular Donation into
The Yorkshire North & East Ridings 2029 Festival
via
Regular Giving Scheme Yorkshire North and East Ridings
Relief Chest No: YNERG
Regular & Single Donation Form

The Freemasons' Grand Charity

(Registered Charity No. 281942)

Instruction to your Bank/Building Society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of Account holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--

Banks and building societies may not accept Direct Debit instructions for some types of account

Service user number

9	2	6	0	9	6
---	---	---	---	---	---

Reference number

--	--	--	--	--	--	--	--	--	--	--	--

Instruction to your bank or building society

Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date :

 /

 /

Regular Donations into the Yorkshire North & East Ridings 2029 Festival via Regular Giving Scheme Yorkshire North and East Ridings

I promise to pay you the actual sum of £

 .

every Month Year 3 months 6 months

Payments are to start on

 /

 /

 /

(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three four five

or

 years thereafter, or until my death, whichever is earlier

Please allocate this Regular Donation to:

Lodge/Chapter Name

Lodge/Chapter No.

 Relief Chest No. **YNERG**

Donations into the Yorkshire North & East Ridings 2029 Festival via Regular Giving Scheme Yorkshire North and East Ridings

Single Donations into the Yorkshire North & East Ridings 2029 Festival via Regular Giving Scheme Yorkshire North and East Ridings

Please tick one or more of the following as applicable: I enclose a

cheque payable to The Relief Chest Scheme for the sum of £

 .

I made a donation of £

 .

 on or about the

 /

 /

Please allocate this Single Donation to:

Lodge/Chapter Name

Lodge/Chapter No.

 Relief Chest No. **YNERG**

Donations into the Yorkshire North & East Ridings 2029 Festival via Regular Giving Scheme Yorkshire North and East Ridings

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

DECLARATION

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) below.

on this donation only in the past 4 years in the future

Please notify us if you:

1. Want to cancel this declaration
2. Change your name or your home address
3. No longer pay sufficient tax on your income and/or capital gains.



Date:

 /

 /

Personal Details:

Please enter your name and address IN FULL using BLOCK CAPITALS:

Title: Mr Mrs Dr Other (.....)

Surname:

Forename(s):

Address:

Postcode:

Email:

Telephone:

Signature

Date

Signature

I confirm that the person named overleaf told me on (date) that he/she wished all qualifying donations made to the Relief Chest Scheme (The Grand Charity Registered Charity Number 281942) in the last four years and all donations made in the future to be treated as Gift Aid until otherwise notified. If a valid Gift Aid Declaration from this donor is not already held, The Relief Chest office will confirm in writing to him/her.

If the donor has completed this form overleaf please leave this section blank. If you have been unable to obtain the donor's signature you can ask them if they are willing to make a Gift Aid Declaration and then tell us if they agree. We do not require the donor's signature. We will simply confirm the details to the donor in writing. Please fill in the donor's full name and address, post code and Lodge/Chest information on the other side of this form and sign the declaration below.

Oral Gift Aid Declaration
For use by Relief Chest Representative only.

To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>

The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme.

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice

giftaid it

If you Gift Aid your donation, we can reclaim 25p of tax on every £1 you give.

Why not increase your donation by letting us reclaim your tax?

For further information on Gift Aid, please visit www.hmrc.gov.uk
HM Revenue and Customs to adjust your tax code.

6. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

5. Tax cannot be reclaimed unless the relevant box(es) of the Gift Aid Declaration overleaf are ticked.

1. This form contains a Single/Regular Donation, Gift Aid Declaration a Direct Debit Mandate and Guarantee. Please complete the relevant parts and pass it to your Relief Chest Representative.
2. All donations for the Relief Chest under a Regular Donation have to be made by Direct Debit from a Bank or Building Society account in the United Kingdom. Bank Standing orders, cash and cheques cannot be accepted for a Regular Donation. The charity is authorised to collect only the fixed amount specified on your form. The charity guarantees that it will make no other collections. Should it do so in error, a full and immediate refund will be made. To allow for both the charity and your Bank to process Direct Debits, this form must be received in the Relief Chest Scheme Office at least two months before the first payment is due.
3. You must complete a separate form for each Relief Chest if you wish to support more than one.
4. Please notify us if you change your name, address or Bank/Building Society details.

Important Notes



**Set up a Regular Donation into
The Yorkshire North & East Ridings 2029 Festival**

via

Regular Giving Scheme Yorkshire North and East Ridings

Relief Chest No: YNERG

Regular & Single Donation Form



Relief Chest Scheme Masonic Charitable Foundation, 60 Great Queen Street London WC2B 5AZ
Telephone: 020 3146 3352 Email: reliefchest@mcf.org.uk Web: www.mcf.org.uk/reliefchest

Personal Donations

Personal donations from members/individuals can be made by:



Single donation by Cheque/Charity voucher:

- ✓ Complete the Single Donation form or Combined Single & Regular Donation form.
- ✓ Make all cheques and vouchers payable to **“The Relief Chest Scheme”**
- ✓ If the donor wishes to Gift Aid the donation, the following details must be completed:
 - Full name and Address
 - Tick the relevant box
 - Date the form.
- ✓ Enter the Lodge/Chapter to be credited.
- ✓ Post the completed form and cheque to the Relief Chest office.

Single donation by Credit/Debit card:

- ✓ **Post:** Complete card details and the amount to be donated.
 - If the donor wishes to Gift Aid the donation, the details as listed above must be present
 - Post the completed form to the Relief Chest Office.
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807 , 020 3149 3349** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).

- ✓ Online: Card donations can be made by visiting <https://donate.givetap.co.uk/f/masonic-charitable-foundation/yorkshire-north-east-riding-2029-festival>

scan the QR





Yorkshire North East Riding 2029 Festival

This form is for personal donations only

Personal Details

First name

Last name

Address

Postcode

Donation Details

I enclose: a cheque a charity voucher (e.g. CAF/KKL)

Donation amount £ **Please ensure the cheque is made payable to the Relief Chest Scheme.**

Lodge/Chapter name

Lodge/Chapter no. Relief Chest No. **YNER2029**

Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate
*If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.
 Your address is needed to identify you as a current UK taxpayer.*

Please read the declaration below before you tick the relevant box(es) and date the form.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.
 Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only in the future in the past 4 years

If you do **not** wish for tax to be reclaimed, please tick here:

Signature Date



Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

Send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice

The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme. To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>





Yorkshire North East Riding 2029 Festival

We accept donations by Mastercard, Visa, Visa Debit and Maestro

Card Details

Name as on card																								
Card no.													Expiry Date (MMYY)											
CV2 no.			Start Date (MMYY)			Issue no.																		

Donation Details

Donation amount £							Relief Chest no.	YNER2029																
Lodge/Chapter name																								
Lodge/Chapter no.																								
Signature																								

Personal Details

First Name(s)																								
Surname																								
Address																								
Postcode																								

Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity, Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

Please read the declaration below before you tick the relevant box(es) and date the form.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only in the future in the past 4 years

If you do **NOT** wish for tax to be reclaimed, please tick here Date - -

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.



Send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 66 Great Queen Street, London WC2B 5AZ Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk

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To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>





Yorkshire North East Riding 2029 Festival

GIFT AID ENVELOPE SCHEME



Masonic
Charitable Foundation
For Freemasons, for families, for everyone

Yorkshire North East Riding 2029 Festival
Relief Chest No: YNER2029



Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street London WC2B 5AZ
telephone 020 3146 3352
email: reliefchest@mcf.org.uk web: mcf.org.uk/reliefchest

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname

House Name
or No. _____


Address

Post Code Donation £ -

Lodge or Chapter No. Relief Chest No.

Date / /

Please read the notes overleaf before you tick the relevant box(es)
 Please treat as Gift Aid donations of qualifying gifts of money made:
 on this donation only on this donation and in the future

The Relief Chest Scheme
(The Grand Charity-Registered Charity No.281942)  3007080052018

Ver:MAR21

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity - Registered Charity No.281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the Charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer

Declaration

I am a UK taxpayer and understand that if I pay less Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify us if you:

- Want to cancel your declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.



Envelope Verification Schedule Yorkshire North East Riding 2029 Festival



Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no.

Relief Chest no.

No. of envelope slips Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Total amount of cheque £

Please make all cheques payable to The Relief Chest Scheme

Bank transfer details:
Date:
Amount transferred to Coutts:

Signature

Date



Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone 020 3146 3352
Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme. To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>





Completing a Gift Aid Envelope

Please remember to complete **all** steps to ensure your gift reaches its maximum potential.

1. Write your full name and address including post code

2. Enter your Lodge/Chapter number

3. Remember to write the date and amount of your donation

4. If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the **declaration** on the back of the slip and **TICK** the applicable box

5. The Relief Chest number is preprinted

Thank You

Please complete this slip in **BLOCK** capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

 3007080052016

THE FREEMASONS' GRAND CHARITY
Registered Charity No. 261942

Please read the notes overleaf before you tick the relevant box(es)
Please tick as Gift Aid donations all qualifying gifts of money made:
on this donation only on this donation and in the future

Important Notes

Donor must write their first name in full, surname, house name or number, post code and well as tick the Gift Aid Declaration box(es). The Freemasons' Grand Charity will not be able to

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Declaration

I am a UK taxpayer and understand that if I pay less Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify The Freemasons' Grand Charity if you:

- Want to cancel your declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

relevant box(es).

national tax relief due to or ask HM Revenue

the declaration surname, house to identify the donor

stored by the Relief Scheme with the Data for details may be

5. Tear off the slip and pop it in the envelope with your donation

Thank You

Please complete this slip in **BLOCK** capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

 3007080052016

THE FREEMASONS' GRAND CHARITY
Registered Charity No. 261942

Please read the notes overleaf before you tick the relevant box(es)
Please tick as Gift Aid donations all qualifying gifts of money made:
on this donation only on this donation and in the future



Thank you for your generosity





Gift Aid Envelope Guidance Notes

1. The tear-off slip on the Gift Aid Envelope must be completed by the donor and then put inside the envelope with the cash or cheque donation.

If the donor wants the donation to be Gift Aided and does not have a previous declaration they must complete the envelope themselves, ensuring that the following sections are completed in the same ink:

- First name and surname
- House name or number and postcode
- Amount of donation
- Date of donation
- Tick the relevant box

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname

House Name or No.

Address

Post Code Donation £ -

Lodge or Chapter No. Relief Chest No.

Date / /

The Relief Chest Scheme of The Grand Charity (Registered Charity No.281942) 3007080052016

Please read the notes overleaf before you tick the relevant box(es)
 Please treat [✓] as Gift Aid donations all qualifying gifts of money made:
 on this donation only on this donation and in the future



2. The Lodge Charity Steward and/or Treasurer (preferably both together) count the contents from each envelope and make sure that it agrees with the amount entered on the tear-off slip.



Envelope Verification Schedule
Yorkshire North East Riding 2029 Festival

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no. **YNER2029**

No. of envelope slips Total amount of GAE donations £ -

Total amount of non Gift Aided donations £ -

Total amount of all donations £ -

Total amount of cheque £ -

Please make all cheques payable to The Relief Chest Scheme

Bank transfer details:
 Date
 Amount transferred to Credit:

Signature Date - -

Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ. Telephone 020 7464 3362. Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulations) - Privacy Notice
 This Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with GDPR and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information is set out in our Privacy Policy, which is based on the legitimate interest of the Relief Chest Scheme. To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/2020/05/29/privacy-policy-relief-chest-scheme/>

3. The money is banked into
 - the Lodge bank account or
 - pay directly into Relief Chest bank account via a local NatWest branch using special paying in book provided
 - by bank transfer
4. If banked in Lodge account, draw a cheque made
5. payable to "Relief Chest Scheme" for the total amount.
6. Complete a Envelope Verification Schedule.
7. Send
 - the cheque or the duplicate paying in slip
 - envelope verification schedule
 - all the Gift Aid Envelope tear-off slips to Relief Chest Scheme
 Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ



Supplies of Gift Aid Envelopes are available free of charge from the Provincial office or Masonic Centers. The Envelope verification forms are available to download from the provincial or the MCF website.



Gift Aid Envelope (GAE) Collections:

- ✓ Each donor should complete the tear off slip on the GAE and if they wish to Gift Aid the donation ensure they complete:
 - Full name and Address
 - Date
 - Tick the relevant box
- ✓ Once collected, the Treasurer &/or Charity Steward should count the contents of the GAEs and ensure that the amounts agree with the amount entered on the tear off slip
- ✓ Once totalled please bank the money into the Lodge/Chapter account and issue a cheque made payable to **“The Relief Chest Scheme”** for the total.
- ✓ Please complete an Envelope Verification Schedule for the collection and post to the Relief Chest office together with the cheque and the tear off slips.

Masonic Charitable Foundation
For Freemasons, for families, for everyone

Yorkshire North East Riding 2029 Festival
Relief Chest No: YNER2029

Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street London WC2B 5AZ
Telephone 020 3146 3352
email: reliefchest@mcf.org.uk web: mcf.org.uk/reliefchest

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname

House Name or No.

Address

Post Code Donation £ -

Lodge or Chapter No. Relief Chest No. **YNER2029**

Date / / Please read the notes overleaf before you tick the relevant boxes. Please tick (✓) the Gift Aid donations of qualifying gifts of money made:

The Relief Chest Scheme (The Grand Charity-Registered Charity No.281542) 3007060052016 on this donation only on this donation and in the future

Masonic Envelope Verification Schedule
Yorkshire North East Riding 2029 Festival

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no. **YNER2029**

No. of envelope slips Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Total amount of cheque £

Please make all cheques payable to The Relief Chest Scheme

Bank transfer details:
Date:
Amount transferred to Coufitts:

Signature Date

Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone 020 3146 3352 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulations) - Privacy Notice
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and storing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme. To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/reliefchestmcf.org.uk/>

Masonic Yorkshire North East Riding 2029 Festival

Gift Aid Envelope Guidance Notes

Thank You

1. The tear-off slip on the Gift Aid Envelope must be completed by the donor and then put inside the envelope with the cash or cheque donation. If the donor wants the donation to be Gift Aided and does not have a previous declaration they must complete the envelope themselves, ensuring that the following sections are completed in the same ink:

- First name and surname
- House name or number and postcode
- Amount of donation
- Date of donation
- Tick the relevant box

2. The Lodge Charity Steward and/or Treasurer (preferably both together) count the contents from each envelope and make sure that it agrees with the amount entered on the tear-off slip.

3. The money is banked into

- the Lodge bank account or
- pay directly into Relief Chest bank account via a local NatWest branch using special paying in book provided
- by bank transfer

4. If banked in Lodge account, draw a cheque made

5. payable to "Relief Chest Scheme" for the total amount.

6. Complete a Envelope Verification Schedule.

7. Send

- the cheque or the duplicate paying in slip
- envelope verification schedule
- all the Gift Aid Envelope tear-off slips to Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ

Supplies of Gift Aid Envelopes are available free of charge from the Provincial office or Masonic Centers. The Envelope verification forms are available to download from the provincial or the MCF website.

Gift Aid Sponsorship Donation forms:



- ✓ Please complete details
 1. the event
 2. personal
 3. Lodge name and number at the top of the form
- ✓ Each donor must complete their entry personally in order to claim Gift Aid, providing all requested information
- ✓ Please bank all raised cash and issue a cheque payable to “**The Relief Chest Scheme**” or a bank transfer for the total amount
- ✓ Complete the Verification Schedule and send together with the completed Sponsorship form and cheque to the Relief Chest office.

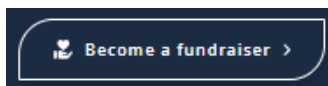
Online fundraising Platform

✓ Visit

<https://donate.givetap.co.uk/f/masonic-charitable-foundation/yorkshire-north-east-riding-2029-festival>



Select Become a Fundraiser



Create an account

Follow the instructions and fill in details of your sponsored event and your goal amount
save the page

share with friends and family and start fundraising

You can log in and make updates and changes to your page, upload progress photos
your supporters can Gift Aid any donation they make



Yorkshire North East Riding 2029 Festival Sponsorship Verification Form

Event: _____ Date: ___/___/___

Details of person submitting sponsorship form and cheque(s):

Given Name(s): _____

Surname: _____

Address: _____

Postcode: _____

Lodge/Chapter no: _____

Lodge/Chapter name: _____

Relief Chest no: **YNER2029**

Number of sponsorship form(s):

Number of cheque(s) being submitted:

Total amount of cheques:

Signature _____

Date: ___/___/___



Please forward the sponsorship forms, cheques and verification form to: Relief Chest Scheme
Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone: 020 3146 3352
Email: reliefchest@mcf.org.uk

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To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>

QR Code:

Donations can be made using a smart phone by scanning the QR code below.



- Scan QR code
- enter amount
- enter personal details
- enter address
- enter Lodge/Chapter no
- pay by card/mobile/Google pay
- confirm gift aid declaration

**Yorkshire North East Riding 2029
Festival
YNER2029**

To make a donation
scan with phone camera to open
or visit URL

<https://gtap.uk/yner2029>



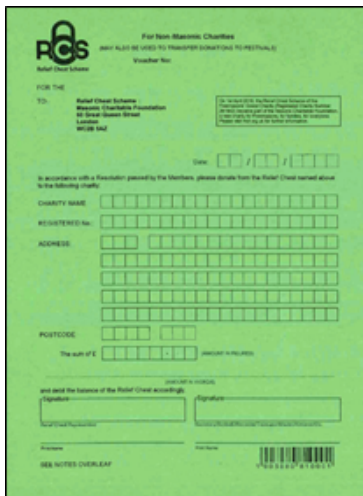
Yorkshire North East Riding 2029 Festival

Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Relief Chest **can be transferred to a Festival Relief Chest**. Transfer can be made using a Green form or e-voucher. The transfer amount can be allocated to the individual members for honorific purposes. Only complete a Transfer Allocation form if the donation amount is to be allocated to members.

Green Form

- Write **Yorkshire North East Ridings 2029 Festival** as the charity name
- Write **YNER2029** as the registered charity number
- add amount in numbers and words
- sign the form
- return the form to Relief Chest Scheme
- enclose a transfer allocation form if applicable



e-Voucher

- visit <https://mcf.org.uk/support-our-work/relief-chest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- Start a new voucher, Find chest details

Name: Yorkshire North East Ridings 2029 Festival

Relief Chest Number: YNER2029
Amount: £0.00

- add second signatory details
- submit the voucher
- If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

Request a payment in three easy steps

1. Find your Relief Chest
2. Choose your charity and donation amount
3. Confirm and approve

[REQUEST A PAYMENT](#)

Please note, as per the rules of the scheme, green forms are only issued to the listed Relief Chest representative of the Lodge/Chapter Relief Chest. If you require a supply of Green forms please contact the Relief Chest Scheme office. Similarly, to register for the e-voucher service, you must be the listed Relief Chest representative.

Relief Chest Transfer Allocation Form Yorkshire North East Ridings 2029 Festival



Use this form to allocate funds transferred to individual donor

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relief Chest No

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Voucher No	First Name	Surname	House Name/No.	Post Code								Amount (£)	
				A	B	1	2	3	C	D			
1	John	Smith	123										30.00
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
Total of Individual Donations											£		
Lodge/Chapter Donation											£		
Total to be transferred (please ensure this matches the total on the voucher):											£		

Please send this form with the completed voucher to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ.
Telephone 020 3146 3352 Email: reliefchest@mcf.org.uk

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Lodge/Chapter Donations:

- ✓ Complete a Miscellaneous Payment Form
- ✓ Write Lodge/Chapter name and number in the Description box
- ✓ Make a cheque is made payable to "The Relief Chest Scheme" or
- ✓ Make the payment by bank transfer
- ✓ Send the completed form and cheque to the Relief Chest office

Local Banking Facility:

- ✓ The Lodge Charity Steward can request a special paying in book to bank their donations directly into the festival Relief Chest
- ✓ Complete the paying in slip with the cash/cheque details
- ✓ Enter your LODGE NO (L1234) as "Particulars for statement.
- ✓ Pay money into any local **Natwest** branch
- ✓ Post the second copy of the paying in slip from the paying in book and any donation forms to Relief Chest Scheme
- ✓ Retain the third copy for your records



Making payments by Bank Transfer:



- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **YNER2029/Your Lodge No/Name**

For more information about the Yorkshire North East Riding 2029 Festival please visit; the Provincial website or the mcf.org.uk

Relief Chest Scheme contact details:

Queries on;

Regular donations/Direct debit : Bridget Gialanze - bgialanze@mcf.org.uk - 020 3146 3345

QR/Cheque or Online donations: Jack Coventry - jcoventry@mcf.org.uk - 020 3146 3349

Credit/Debit card donations: Ashraf Muwawu - amuwawu@mcf.org.uk - 020 3959 2807

Donations from a Lodge Relief Chest: Karon Chatterton - kchatterton@mcf.org.uk - 020 3146 3348

General queries:

Telephone : 020 3146 3352

Email: reliefchest@mcf.org.uk

Please send all completed donation forms and cheques to:

Relief Chest Scheme| Masonic Charitable Foundation| 60 Great Queen Street| London |WC2B 5AZ